



GRAMIN UDHYAMITA SANSTHAN

Recruitment Office: Bhubir Bagan, V.I.P. Road, Kaikhali, Kolkata -52, West Bengal

Advt No. : GUS/REC/2021/02

25 October, 2021

**GRAMIN UDHYAMITA SANSTHAN
INVITES ONLINE RECRUITMENT APPLICATIONS (ORA)
FOR RECRUITMENT BY MERIT LIST TO THE FOLLOWING POSTS
(Through ONLINE APPLICATION using the website <https://gusindia.co.in>)**

Candidates to ensure their Eligibility for the Posts before applying, Candidates must ensure that they fulfill the eligibility criteria for the posts applied for. A candidate is eligible for one post only; applying for more than one post may lead to rejection of all the applications submitted.

HOW TO APPLY

- STEP – (i) : Click on the ONLINE APPLICATION / APPLICATION FORM.
- STEP – (ii) : Click on **New Registration**.
- STEP – (iii) : Then fill up the First Name, Last Name and Google Gmail address.
- STEP – (iv) : Click on **Get OTP**.
- STEP – (v) : Then enter the OTP received in your Email Address.
- STEP – (vi) : Click on CAPTCHA button and then **REGISTER**.
- STEP – (vii) : Now Click on **DASHBOARD** in the left top of Screen and Click on Application Form and fill up completely as per the given instructions and submit the **Application**.

Candidates must apply online through the website <https://gusindia.co.in>

Applications received through any other mode would not be accepted and summarily rejected. Candidates must upload their current clear Passport Size Photo Between 20Kb to 50Kb.

Candidates are not allowed to send hard copies of online application form.

If at any stage, it is found that any information furnished in the online application is false/ incorrect, or the candidate does not satisfy the eligibility criteria for the post applied for, his/her candidature will be cancelled and he/she shall not be allowed to get training and can be removed from service without notice, in case he/she has already joined the organisation.

In case of any problem in filling up the form, queries may be made through e-mail to enquiry@gusindia.co.in.

Do not forget to mention Recruitment Notification No.-'GUS/REC/2021/02' and 'Post Applied For' in the subject of the email.

SALARY

Selected Candidates will receive a starting basic pay as stipulated against each post along with other applicable allowances.

Selected candidates will be governed by the defined contributory National Pension System (NPS) in addition to the benefit of gratuity.

Initial place of appointment will be in home district for a period of upto three years. Selected candidates may be posted and transferred anywhere in India after completion of two years of service.

Please note that Addendum/Corrigendum/Clarifications, if any, issued with respect to this advertisement, will be published only on the website <https://gusindia.co.in> and candidates are under obligation to keep them updated on addendum/corrigendum/clarifications etc issued in respect of this advertisement on the organisation website.

SELECTION

Merit List will be published on the basis of percentage and marks obtained in educational qualification of candidates for the post applied for (selection procedure for merit list is given with each post).

RESOLUTION

In case of tie at the final stage of MERIT LIST, if multiple candidates scoring same points at final merit list, the candidate possessing a desirable qualification wherever applicable as per Recruitment Regulations shall be given preference.

If the tie still persists, the candidate having older age will get preference.

If the tie continues to persist, the tie will be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order will get the preference.

No person shall be eligible for initial appointment unless he has attained the age of 18 years. Date of Birth as recorded in the Matriculation/ Secondary Board Examination Certificate only will be accepted by the Organisation for determining the age and no subsequent request for change will be considered.

Candidates seeking age relaxation will be required to submit necessary certificate(s) in original in the prescribed format by Central Government along with photocopies at the time of counseling or training (whenever asked) or at any subsequent stage of the recruitment process as required by the organisation.

In case of candidates who have changed their name, must take special note that they will be allowed only if they produce affidavit in original, together with a photocopy of the same at training centre. If there is any mismatch between the name mentioned in the Application Form, Educational Certificates and Photo Identity Proof, the candidate will not be allowed to appear for the Training.

No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving acts of moral turpitude.

No Travelling Allowances will be provided for attending Training of 120 Hours (8 Hours per day for 15 days), who get appointment after verification of certificates from concerned Board/ Institute/ University regarding Percentage, Marks & Grade.

No Training Fee will be charged from candidates for Training.

Any resultant dispute arising out of this advertisement shall be subject to the original jurisdiction of the Honorable High Courts of respective states only.

Without the training, the Appointment is not valid and not another chance will be given to applicants for attending the training. Candidates in their own interest are requested to keep on visiting the Organisation website <https://gusindia.co.in> for further updates.

AGE LIMIT

The age limit shown against all Posts is 18 Years to 35 Years and the age is relaxable for SC/ST candidates up to 5 years and up to 3 years for OBC candidates in respect of Age Relaxation. SC/ST/OBC candidates have to produce a caste certificate in prescribed Format at the time of training.

MINIMUM ESSENTIAL QUALIFICATIONS

All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential

qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars which are false or suppress any material information while filling up the application form. Candidates are also warned that they should not alter or otherwise tamper with any entry in a document or its attested/certified copy in any circumstances to be submitted at the time of training after selection nor should they submit a tampered/fabricated document. If there is any inaccuracy or discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Organisation to be guilty of obtaining support of his/her candidature by any means, or impersonating, or procuring impersonation by any other person, or making statements which are incorrect or false or suppressing material information, or resorting to any other irregular or improper means in connection with his/her candidature for the selection, or threatening any officer of the organisation on phone call or in person or on social media, or writing irrelevant matters including obscene language on social media, or misbehaving in any other manner in the training hall, or harassing or doing

bodily harm to any officer of the organisation, the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable to be disqualified by the Organisation from selection for whichever post applied for.

CAUTION

Canvassing in any form will lead to disqualification and subsequent cancellation of the candidature.

DETAILS OF POSTS

Sl.No.	Name of Post	No. of Posts in Uttarakhand	No. of Posts in Punjab & Haryana
1.	Administrative Officer	13	45
2.	Data Analyst	95	290
3.	MTS	3266	5728

The posts being advertised along with eligible criteria, age limit, salary and other details are as follows.

1. ADMINISTRATIVE OFFICER

Eligibility: Post Graduate in any stream.

Age: 18 to 35 years

Age Relaxation: OBC - 3 Yrs, SC/ST - 5 Yrs.

Salary – Rs. 35,400/-

Job Roles and Responsibility:

S/he will be responsible to lead the Program at the district level, management and administration of staff, planning, execution and monitoring of all program activities and guide the block units within the district to deliver quality results.

However, appointed candidates will undergo the training for 120 hrs, in their respective state for learning power and function of an Administrative Officer.

SELECTION PROCEDURE

Merit List of candidates will be determined on percentage basis only. Percentage obtained in Post Graduate i.e. Masters Degree (except extra paper) equivalent point + extra bonus points for below criteria.

- (i) Candidates completed P.G. in M.Sc. / M.Tech. / MBA/ MCA/ M.P.Ed. / M.Ed. / M.Phil – **05 Bonus points**
- (ii) Candidates completed Ph.D. – **05 Bonus points.**

For example:-

If someone is applying for the **Administrative Officer** post and s/he has completed the Ph.D. degree along with post graduation in M.Sc./ M.Tech./ MBA/ MCA/ M.P.Ed./ M.Ed./ M.Phil and has score 65% in Post Graduation and then the percentage obtained in Post Graduation **65** will be equivalent point + **05 Bonus** point for Post Graduate from M.Sc./ M.Tech./ MBA/ MCA/ M.P.Ed./ M.Ed./ M.Phil, + **05 Bonus** points for Ph.D. and total points for the Merit will be **65+5+5+=75** points for Administrative Officer post.

2. DATA ANALYST

Eligibility: Graduate in any stream.

Age: 18 to 35 years

Age Relaxation: OBC - 3 Yrs, SC/ST - 5 Yrs.

Salary – Rs. 25,500/-

JOB ROLES AND RESPONSIBILITY

Designing and implementation of system related to development work and web based MIS system and data based software. To use Information technology methods related to monitor, obtain, analyze and data transfer to/from MIS, maintenance of machines and equipments. To administer the data of MIS, compiling and analyzing the reports for the purpose of monitoring and evaluation team for learning and further needful actions.

However, appointed candidates will undergo training for 120 hrs in their respective state for learning power and function of Data Analyst.

SELECTION PROCEDURE

Merit List of candidates will be determined on percentage basis only. Percentage obtained in Graduation i.e. Bachelor Degree (except extra papers) equivalent point + extra bonus points for below criteria.

- (i) Candidate completed Graduation in BCA/B.Tech/B.Sc./BBA/B.Ed. – **05 Bonus points.**
- (ii) Candidate completed Post Graduate with Computer stream - **05 Bonus points.**
- (iii) Candidate completed Ph.D. - **05 Bonus points.**

For example:-

If someone is applying for **Data Analyst** post and s/he has completed Ph.D. along with post graduation in computer streams and has score 65% in graduation and completed graduation in BCA/B.Tech/B.Sc./BBA/ B.Ed than the percentage obtained in Graduation **65** will be equivalent point + **05 Bonus** point for Graduation from BCA/B.Tech/B.Sc./BBA/ B.Ed, + **05 Bonus** points for Post Graduation from Computer stream and + **05 Bonus** points for Ph.D. and total points for the Merit will be **65+5+5+5=80** points for Data Analyst post.

3. MULTI TASKING STAFF

Eligibility: 10th Pass (Matriculation) or Equivalent

Age: 18 to 35 years

Age Relaxation: OBC - 3 Yrs, SC/ST - 5 Yrs.

Salary – Rs. 18,000/-

Job Roles and Responsibility

S/he will be looking after all office communications, office records keeping, compilation of project report and information, maintenance of records related with programmatic, administrative and acting as nodal person for channeling communication.

However, appointed candidates will undergo the training for 120 hrs, in their respective state for learning power and functions of Multi Tasking Staff.

SELECTION PROCEDURE

Merit List of candidates will be finalized on percentage basis only.

Percentage obtained in Matriculation (except extra subject) equivalent point + extra bonus points for below criteria.

- (i) Candidates qualified 10+2 – **05 Bonus points.**
- (ii) Candidates completed Graduation in any stream – **05 Bonus points.**
- (iii) Candidates completed Post Graduate in any stream – **05 Bonus points.**

For example:-

If someone is applying for **MTS** post and s/he has completed Post Graduation and has score 65% in Matriculation (10th or Equivalent) than the percentage obtained in Matriculation **65** will be equivalent point + **05 Bonus** point for 10+2 (Intermediate or Equivalent) + **05 Bonus** points for Graduation (Any Stream) and + **05 Bonus** points for Post Graduation (Any Stream) and total points for the Merit will be **65+5+5+5=80** points for Multi Tasking Staff post.

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH WEBSITE IS 05.12.2021.

MERIT LIST will be published on 15.12.2021 at 11AM on official website <https://gusindia.co.in>

Counseling and certificates verification to be announced later and will be informed through correspondence to mailing addresses of candidates by registered letter/ speed-post only and the confirmation of Merit List will be sent on the Email address provided by the applicants in their Application Form.

Recruitment-in-Charge
Gramin Udhyaimita Sansthan